



## Gulf of Maine Council on the Marine Environment/ NOAA Habitat Restoration Partnership

### Request for Proposals

**Habitat Restoration Grants Program Year four • 2004-2005**

Proposals must be postmarked no later than November 12, 2004

### Introduction

This grant offering is the first year of our second three-year partnership between the US Association of Delegates to the Gulf of Maine Council on the Marine Environment (the Council) and the NOAA National Marine Fisheries Service's (NMFS) Community-based Restoration Program. This grant program is being managed by the US Gulf of Maine Association on behalf of the Gulf of Maine Council on the Marine Environment. The purpose of this Partnership is to further the Council's goal of habitat restoration and to support a strategic approach to marine, coastal and riverine habitat restoration within Maine, Massachusetts, and New Hampshire. The Partnership is inviting eligible organizations to compete for funding made available through this grant.

### Who is eligible to apply?

Non-governmental organizations (e.g., community associations, cooperatives, civic groups), municipalities, schools, and tribal and state governments are eligible to apply. The proposed project must be located within the United States portion of the Gulf of Maine watershed. The Gulf of Maine watershed extends from Cape Cod, Massachusetts to Cape Sable, Nova Scotia, and includes all lands which are part of coastal watersheds. Projects beyond this geographic range may be considered if it is shown that the proposed project will provide direct benefits to the GOM ecosystem.

### What types of projects are eligible?

In general, the Council and NMFS are interested in funding projects that will result in on-the-ground restoration of habitat to benefit living marine resources, including anadromous fish species. Restoration is defined here as activities that contribute to the return of degraded or altered marine, estuarine, coastal, and freshwater anadromous fish habitats to a close approximation of their condition prior to disturbance. Habitat restoration is a two-phase process, both of which are necessary for a successful outcome. This grant program will consider funding projects that address both of these phases—project design, planning, and project implementation (including pre- and post-restoration monitoring for Partnership funded projects). The Council requests proposals for projects that will address habitat restoration including but not limited to the following:

- Anadromous fish restoration and stewardship – Fishway, culvert, and dam removal projects are priorities for this type of restoration. Project design and planning may involve characterization of impounded sediments, dam safety evaluation, surveying, hydrologic evaluations, engineering design, pre- and post-restoration monitoring.
- Coastal wetland restoration and stewardship - Increasing the flow of water to tidally restricted areas, restoring altered hydrology and drainage, intercepting and dealing with excessive runoff to coastal wetlands, removing historic fill, and controlling invasive plant species. Project design and planning may involve hydrologic evaluations, surveying, botanical analyses, engineering design, and pre- and post-restoration monitoring.
- Riverine restoration and stewardship - Restoration of riverine systems that contain anadromous fish habitat from impacts of altered hydrology and reduction of riparian corridors which have led to a loss of instream aquatic habitat and increased bank instabilities. Project design and planning

may include physical habitat and/or stream stability assessments, sediment transport analyses, natural channel design and planning and bioengineered approaches to alternatives of riverbank armoring.

- Restoration of other habitat types including submerged aquatic vegetation, shellfish beds, and other subtidal and intertidal habitats are also eligible for funding. This includes pre- and post-restoration monitoring of biological and physical parameters for GOMC/NOAA Partnership funded projects.

In addition, the Council has set aside up to \$25,000 for restoration inventory in the State of Maine. Projects will identify restoration opportunities that address habitat for living marine resources within a particular ecological unit (e.g., watershed, wetland complex, wetland type) and will include general ecological analysis, potential restorative solutions, identification of potential projects and some indication of priority actions. To qualify for the funding in this category the proposed inventory work must meet the following criteria:

- The proposal is sponsored and overseen by or can demonstrate a strong partnership with a state agency;
- The area inventoried is identified by the agency as a priority for restoration and stewardship
- The inventory work addresses at least one of the 4 priority project types identified above; and
- Reasonable assurance is given that resources will be sought to undertake restorative solutions for problems which are identified through the inventory.

## **Letter of Intent**

It is strongly recommended that applicants submit a letter of intent to the appropriate state contact as soon as possible but no later than September 24<sup>th</sup>, 2004. The purpose of the letter of intent is to determine if potential restoration projects are candidates for the full grant application that must be postmarked and returned by Nov. 12, 2004. The letter should include the location of the project, a brief problem statement, a restorative solution(s), and identification of any known opportunities that would support the proposed restoration effort as well as any constraints. The letter should not exceed two typed pages in length. While the letter of intent is not a requirement of the grant application process, it is suggested that potential applicants discuss proposed restoration projects with appropriate GOMC/NMFS contacts prior to submitting a full grant application. The full grant application follows and can also be viewed and downloaded from the Gulf of Maine website, <http://www.gulfofmaine.org/habitatrestoration/>

## **Proposal Review and Selection Criteria**

A proposal review team composed of members representing Maine, Massachusetts, and New Hampshire, NMFS, and the Council will evaluate proposals using the following criteria. In applying these criteria to project proposals, the review team will take into consideration the amount of information reasonably available for a project in the planning/design phase (including inventory) versus the implementation/monitoring phase.

### **30% Potential for the project to restore degraded habitat to a self-sustaining, pre-degraded condition;**

- To what extent will the project restore degraded habitat function(s) as compared to current function(s) and benefit living resources?
- Fit within the habitat needs for species of regional significance.
- Will the area, once restored, be protected from future degradation and persist over the long-term?
- Does the project build upon previously undertaken restoration work?
- Is the project part of a larger restoration plan?
- Does the project involve structures that require ongoing maintenance and/or management? If so, who will be responsible and how will these costs be paid?

### **25 % Technical merit and project feasibility;**

- Is the project feasible from biological and engineering perspectives?
- Are the restoration efforts likely to deliver tangible, specific benefits and results?
- Does the applicant and their associated partners display the ability to undertake and successfully complete this project?

- Are there any potential adverse impacts (such as flooding or habitat loss) associated with the project? If so, how will they be addressed?

**20 % Partnership/cooperation from community groups and other organizations;**

- Does the project reflect strong community support and involvement?
- Does the project show the support of other relevant agencies and organizations?

**25 % Cost effectiveness and budget detail and consideration.**

- Is there sufficient detail in the budget?
- Is match, targeted at least at a 1:1 level, identified?
- Does the project appear to be cost effective?

## **Ineligible costs**

Funds may not be used to support overhead, permanent staffing costs, scholarships to individuals, deficit reduction activities, or projects that have already been completed, or for those activities that constitute legally required mitigation for the adverse effects of an activity regulated or otherwise governed by state or Federal law.

## **How much is available, match requirements, project duration?**

- **Funds Available:** Approximately \$300,000 will be available for the 2004- 2005 grant round. Awards will range between \$5,000 and \$25,000 for site-specific project design and planning activities and \$10,000 to \$50,000 for project implementation including monitoring associated with the site specific restoration activities. Awards outside of these ranges will also be considered.
- **Matching Requirements:** All grants should target at least a 1:1 non-federal match. Match may be in cash, time, goods, or services.
- **Project Duration:** Work conducted for the project is to be complete within 18-24 months of contract approval. Eligible costs will be paid for work done no earlier than contract approval.
- Payment will be made on a reimbursement basis with 15% of the grant award allowed up-front.

## **Submission Deadline/Completed Application**

To be considered in this funding round five (5) copies of a completed application must be postmarked by November 12, 2004. Electronic submissions are encouraged but faxed copies will not be considered. A completed application must include:

- Cover letter outlining the applicant's experience and general approach as to how the project will be completed;
- Project Scope (Appendix A);
- Budget (Appendix B);
- Map and photos of the proposed project site (Appendix C).
- Project Scope (Appendix A) and Budget (Appendix B) combined should not exceed a total of five pages in length.

Applicants should propose a schedule of payments in the application. To avoid excess administration, the number of payments should be limited to no more than three. The upfront payment of 15%; a second payment of 75%; and a final payment of 10% of the grant award which will be paid upon successful completion of the project and fulfillment of reporting requirements. After the initial upfront payment, additional payments will be made as corresponding match is demonstrated and invoices are sent. An invoice must also be sent to the address below in order to process the 15% upfront payment.

Applications, letters of intent, invoices, and progress reports should be mailed to:

Jon Kachmar  
State Planning Office  
38 State House Station  
Augusta, ME 04333

## State Contacts

We strongly urge applicants to confer with Federal and State agency personnel during the development of their proposals. Initial contacts should be made through the following state agency personnel:

Maine and Canada	Jon Kachmar	207.287.1913	jon.kachmar@state.me.us
Massachusetts	Jan Smith	617.626.1231	jan.smith@state.ma.us
New Hampshire	Ted Diers	603.431.9366	ted.diers@nh.gov

## Contracts and Reports

Successful applicants will enter into contracts with the US Gulf of Maine Association that specify work tasks, work products, and reporting requirements. Work conducted for the project is to be complete within 18-24 months of contract approval. Eligible costs will be paid for work done no earlier than contract approval.

Progress reports will be submitted to the designated state representative and Jon Kachmar, GOMC Restoration Subcommittee staff, every six months at the contacts listed above. Reports will not exceed 2-3 pages and will describe progress to date including photos of the site. A final report including both documentation of completed project and financial report will be submitted to the designated state representative and Jon Kachmar within 30 days of the end of the grant period.

## Electronic Materials

Grant application materials can be downloaded from <http://www.gulfofmaine.org/habitatrestoration/>

## Appendix A Project Scope

Organization:

Project name and location:

Project contact name and title:

Address:

Phone: Fax: email:

Project type: circle *all that apply*  
Anadromous fish restoration  
Riverine restoration

Coastal wetlands restoration  
Marine restoration

Project objective(s): briefly explain the anticipated outcome(s) of the project:

Project Description: *use the reverse side or additional sheet of paper to completely describe the proposal. Make sure to clearly cover all the project criteria listed in the RFP. Please include the:*

- description of the original habitat type and the current habitat
- size of the area to be restored,
- species which will benefit from the restoration activity,
- specific techniques and methods that will be used to restore the habitat,
- monitoring plans,

- current ownership of the project area,
- provisions to protect the restoration after completion of the project,
- partners and community support, and
- permits needed (federal, state, and local) and which, if any have already been secured.

Tasks: (outline steps to be taken in completing the project, including time schedule):

- 1.
- 2.
- 3.

Work products and deliverables: (specify tangible outputs, including time schedule):

- 1.
- 2.
- 3.

## Appendix B

### Budget

Applicant:

Project Name:

Cost Categories	GOMC \$	Matching \$	Type of Match*	Other Federal \$	Total \$
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Other (specify)					
<b>Totals</b>					

\* Indicate type of match here; "C" for cash, "K" for in-kind, "O" for other. Include source of match in the budget detail with documentation supporting whether the match is promised, in-hand, or requested.

### Important

Please provide in the space below or on the reverse side a detailed breakdown of costs identified in the above table and a justification for those costs.

## **Appendix C**

### **Maps and photos of project location**

It is to your advantage to make it as clear and as possible for the reviewers to determine the location and extent of the project. Visual aids such as aerial photos and orthophotoquads will help substantially in this process ;1:24,000 scale USGS topographic sheets can be used as a substitute if necessary. Photos taken from the ground which clearly reveal the current condition of the site should also be included.

1. Include aerial photos, orthophotoquads, or USGS topographic sheets (or maps) of the project area with the project location clearly identified;
2. Please identify individual photo locations on a map and the angle from which they were taken (e.g., photo #1 taken looking NE).